

## **Minutes**

Delaware Council of Faith-Based Partnerships Meeting Agenda

Tuesday, October 6, 2015

1-2 pm

Delaware Emergency Management Agency

165 Brick Store Landing Road

Smyrna, DE 19977

Attendees: Jen Hill, Jeanne Cashman, John Moore, Flora McConkie, Max Wolf.

Guests: Rich Walton and Marny McLee.

Jeanne, assigned by Doug to conduct, called the meeting to order at approx. 1:15 pm.

Rich Walton, who is in the process of applying to the Council was introduced. Rich is a Methodist minister from Harrington and active in VOAD (Voluntary Organizations Active in Disasters). Marny McLee, of DEMA, attended portions of the meeting.

Minutes of September meeting approved.

**Today's "Lunch and Learn."** Approx. 20 attendees. Approach well-received; brief, to the point, providing resources for attendees to use for follow-up. Program included brief greetings from DEMA director and associate director, introduction of each attendee, overview of Council, announcement from State Police re. upcoming Houses of Worship Safety Conference, information on VOAD, presentation from DEMA and tour of Emergency Operations Center. Suggestion for Council to sponsor a CERT (Community Emergency Response Training) for faith communities as follow-up.

**November "Lunch and Learn."** Flora coordinating with Jay Lynch on program. Meeting at DHSS Fox Run location in Bear. Discussion regarding establishing I-ADAPT in Delaware code. Jeanne suggested the possibility of a Cabinet-level meeting with all departments involved in I-ADAPT as follow-up to November meeting.

**Update on 2016 Events.** Discussion regarding meeting schedule. Council has not been successful in meeting in December and January (due to illness, holiday obligations, weather, etc.). [Note: Meetings in December 2012, January and December 2013, January and December 2014, were cancelled. Following the December 2013 cancellation, a phone meeting was held later in the month.] Possibility of phone meetings once or twice a year discussed, as well as option to call in to in-person meeting.

Proposal for phone meeting this December; to be decided at November meeting.

Meetings for 2016 are currently scheduled for February, March, April, May, September, October and November, with "Lunch and Learn" events during each -- with the exception of

February. Flora to provide 2016 schedule with proposed “Lunch and Learn” topics at November meeting.

Suggestion to strengthen relationships with other interfaith groups. Max, John and Jeanne to share November “Lunch and Learn” invitation with leaders of key organizations.

March “Lunch and Learn” could be held in Dover area and could be the interfaith, town hall-style discussion on violence prevention. Format and specifics to be discussed further at November meeting.

Awaiting scheduling of meeting with Governor; Doug coordinating with Governor’s office.

**Update on Intern.** Raina contacted Dr. Bey at Wilmington University. Dr. Bey was receptive to the idea. Flora provided draft of responsibilities of secretary (attached) to Council. Needs to be finalized and sent to Dr. Bey.

**Update on New Members.** Paul Mather has applied. Flora has followed up with Boards and Commissions. Rich Walton will also apply. Jen to research possible Sikh Council applicants.

**Finance Update.** Doug may not have been reimbursed for May’s “Lunch and Learn” costs. He will check regarding.

**By-Laws.** Jeanne to review by-laws regarding number of meetings (monthly vs. 7-8 months per year) and absence policy.

**Phone Number/Phone.** Council may want to consider purchasing a cell phone and minutes for intern, with permanent Council phone number. (Currently, Doug’s church is listed on website and Council overview; Flora’s home phone on state calendar listings, in news releases and on “Lunch and Learn” invitations.)

Next meeting. Tuesday, November 3, 2015 at Delaware Health and Social Services in Bear (Fox Run).

Meeting adjourned at approx. 2:15 pm.

Submitted by Flora McConkie, DCFBP Secretary, October 7, 2015.

### **Upcoming Meetings**

Tuesday, November 3, 2015: “Lunch and Learn” on I-ADAPT, followed by Council meeting, DHSS/DDDS Fox Run in Bear, 12-2 pm.

Tuesday, December 1, 2015: Possible phone meeting.

## **Responsibilities of Secretary/Delaware Council of Faith-Based Partnerships (DRAFT)**

### **Current Responsibilities:**

Secure and confirm location for each meeting or event of Council. (Meetings are held in either houses of worship or at state agencies.)

Post each meeting and event on state website.

Prepare agenda for each meeting, email to Council, post on state website, provide hard copy for each Council member at meeting.

A month in advance, send email reminder regarding meeting to Council members. A week or a few days before the meeting, send email reminder to Council members regarding meeting (include all details needed on location, directions, parking, etc.). Include agenda and minutes of last meeting.

Take minutes of each meeting, email to Council members, provide hard copy for each Council member at next meeting, and following approval, post on state website and file in secretary's binder. As needed, tidy room following meeting.

Schedule presenters/speakers, confirm presenters/speakers, work with presenters/speakers on any technology needs, and send thank you email to presenters/speakers following the meeting. (Speakers are typically from state agencies.)

Publicize Council events, for instance: send invitation (via email) to all Council members requesting it be sent to their contacts, send invitation to previous attendees at Council events, work with appropriate state agency on news release or media advisory, add news release or media advisory to website, send invitation to religious organizations for distribution (for instance, Jewish Federation of Delaware, Interfaith Resource Center, etc.), send to Attorney General's office for listing in Community Announcements email. Occasionally, handle mailing of invitations. Constantly consider other methods of publicizing Council events.

For "Lunch and Learn" events, make all arrangements for lunches (ordering and confirming), beverage, napkins, condiments, signs indicating type of sandwich, payment and tip, serving area. Provide "talking points" to Council member conducting event (those to acknowledge, thank, recognize, special announcements, etc.). Provide annual overview of Council for each attendee, along with any other handout from presenter/speaker. Prepare attendee sign in sheet, name tags and welcome table. Assign Council member to greet attendees at welcome table. Clean up room after "Lunch and Learn" (properly discarding/recycling trash, etc.). As requested and with approval (via email) of each attendee, prepare and distribute list of attendee emails (for networking and collaborating).

Handle all RSVPs to Council meetings and events (via phone and email), including responding to each RSVP and answering questions, sending a confirmation email with detailed information on

directions, parking, entering facility, ID required, etc. and a sending a reminder email a few days before the event.

Keep updated list of attendees.

Work with state technology staff on issues related to Council website: adding news stories, updating annual overview, updating list of Council members, calendar postings, etc.

At leadership's request, attend meetings with state agencies and take notes.

Daily check of email and phone messages and responding appropriately.

Keep roster of Council members updated, email to Council, provide hard copy to Council members.

Keep name card for each Council member updated. Bring cards to meetings. If appropriate, set up at each place.

Keep annual overview of Council updated.

As needed, work with Governor's Boards and Commissions staff and potential members on application process.

**Possible Additional Responsibilities:**

Create database of faith leaders/communities.

Create and update social media for Council.

Attend interfaith training program at Interfaith Center of Philadelphia and/or study Center activities and report to Council on possible programs Council could pursue in Delaware (Zones of Peace, Encountering Other Faiths, etc.).